



UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING
U.S. MARINE CORPS FORCES, ATLANTIC
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NORTH CAROLINA 28533-0050

IN REPLY REFER TO:

WgO P8000.1
G-4/01

22 MAY 2000

WING ORDER P8000.1

From: Commander General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GROUND ORDNANCE
(SHORT TITLE: SOP FOR GROUND ORDNANCE)

Ref: (a) OPNAVINST 5530.13B
(b) OPNAVINST 5530.14B w/Ch 3,4
(c) MCO P4790.2C
(d) MCO 8300.1C
(e) MCO 5500.6F
(f) MCO P5215.17
(g) MCO P5750.1
(h) MCO 5800.6
(i) MCO 3574.2
(j) MCO 4030.16F
(k) MCO 8400.6
(l) MCO P4400.150E
(m) TI 8370-15/1
(n) TI 8005-24/20
(o) TM-4700-15/1H
(p) UM 4400-15
(q) UM 4400-124
(r) WgO P4790.8E
(s) ALMAR 093/98

Encl: (1) LOCATOR SHEET

1. Purpose. To establish responsibilities and provide guidance in accordance with the references for the management and control of ordnance material within 2d Marine Aircraft Wing (2d MAW).

2. Action. Commanders will ensure compliance with the instructions contained herein. Commanders are highly encouraged to establish ordnance policy letters vice establishment of a Squadron/Group Ordnance SOP. When unique instructions are published as Appendix B of this Order, they will satisfy the requirement for subordinate commands to publish a separate SOP.


3. Recommendations. This Order should be reviewed annually and suggested changes should be submitted to the Commanding General, 2d MAW, Infantry Weapons Coordinator (G4/01) via the appropriate

chain of command. Printed changes to this order will be effected through page inserts.

4. Applicability. This Order is applicable to all units within 2d MAW.

5. Responsibility. 2d MAW G-4 will be the coordinator for this Order.

6. Certification. Reviewed and approved this date.


T. L. PATTON
Chief of Staff

Distribution: A

Copy to: COMMARFORLANT
CG, II MEF

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES (SOP) FOR GROUND ORDNANCE
(SHORT TITLE: SOP FOR GROUND ORDNANCE)

LOCATION: _____
(Indicate location(s) of the copy(ies) of this manual.)

Enclosure (1)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

CONTENTS

CHAPTER

- 1 INTRODUCTION
- 2 ORDNANCE POLICIES
- 3 SUPPLY
- 4 ORDNANCE INSPECTIONS
- 5 ORDNANCE SECURITY
- 6 PUBLICATIONS
- 7 ORDNANCE TRAINING

APPENDIX

- A AA&E PERSONNEL SCREENING FORM
- B UNIQUE INSTRUCTIONS FOR SUBORDINATE COMMANDS,
AS REQUIRED.
- C CURRENT FSMAO CHECKLIST (TO BE INSERTED AT UNIT
LEVEL) .

CHAPTER 1

INTRODUCTION

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	1001	1-2
COMMAND RESPONSIBILITIES.....	1002	1-2
ORDNANCE OFFICER/ARMS, AMMUNITION AND EXPLOSIVES ACCOUNTABILITY OFFICER.....	1003	1-3
DESKTOP PROCEDURES AND TURNOVER FOLDERS.....	1004	1-3

CHAPTER 1

INTRODUCTION

1001. GENERAL. This Order provides commanders with standardized procedures for ordnance planning, operations and functions including management, security, control, maintenance, safety, repair, storage, handling, inspections and transportation of ordnance material. Wing Order P8011.4 prescribes detailed procedures for the management and control of ammunition.

1. Purpose. The purpose of this order is to provide commanders with essential instruction and guidance to enhance the execution of their ordnance responsibilities.

2. Procedures. Subordinate commanders should initiate appropriate local procedures to be included as Appendix B, to conform with this Order and to satisfy requirements peculiar to their operations.

3. Applicability. The provisions of this order are applicable to all elements of 2d MAW. The procedures and instructions set forth herein are applicable to routine training, deployments and combat operations, unless modified in Appendix B, to meet specific situations.

1002. COMMAND RESPONSIBILITIES.

1. Commanders. Security, accountability, safety of operation, serviceability, periodic inspections, proper care and maintenance of ordnance material and equipment are inherent responsibilities of each Command. Command emphasis must be placed on ensuring that appropriate resources are available to fulfill these obligations while in garrison, field or deployed. In the execution of these responsibilities, commanders will:

a. Maintain a file of directives and publications listed in the current edition of the publication listing that pertains to ordnance material utilized by their commands.

b. Appoint, in writing, an officer or Staff Noncommissioned Officer as the unit ordnance officer/Arms, Ammunition and Explosives (AA&E) and a separate A&E Responsible Officer (RO).

c. Establish an effective maintenance program for all ordnance material per MCO P4790.2C.

d. Maintain appropriate ordnance records, including gun

books per TM 4700-15/1H.

e. Establish effective security and control measures for ordnance material per OPNAVINST's 5530.13B and 5530.14B.

f. Ensure ordnance supervisory training is conducted as per MCO P4790.2C.

g. Ensure physical security training for conventional arms, ammunition, explosives (AA&E) and use of deadly force is conducted as per OPNAVINST 5530.13B, OPNAVINST 5530.14B and MCO 5500.6F.

1003. ORDNANCE OFFICER/ARMS, AMMUNITION AND EXPLOSIVES
ACCOUNTABILITY OFFICER (A&E RO)

1. The group/squadron ordnance officer/AA&E accountable officer serves as the technical advisor to the commanding officer and his staff on ordnance matters and exercises technical supervision over ordnance activities throughout the command. Responsibilities include:

a. Serve as a technical advisor for safety of ordnance material and operations.

b. Monitor the requirements for enlisted personnel in the occupational fields 21XX and 23XX.

c. Conduct AA&E Reliability Screening prior to the assignment of personnel to the armory.

d. Have the necessary publications and directives on hand to properly manage ordnance security and equipment maintenance.

e. Schedule and conduct technical training for personnel involved in armory operations and ammunition management as prescribed in MCO P4790.2C.

2. The organizational ordnance officer's duties are set forth in the current edition of TI-8000-13/2. At the general staff level, the duties are as set forth in the current edition of FMFM 3-1.

1004. DESKTOP PROCEDURES AND TURNOVER FOLDERS

1. General. Desktop procedures are listings of specific procedures, references, points of contact and related significant information of a particular billet. The turnover

folder is a file containing pertinent information about a billet which will be passed on to an individual newly assigned to that billet.

2. Responsibility. Commanders will require the development and use of desktop procedures and turnover folders. Turnover folders will be established and maintained by individuals assigned a section T/O billet, as an example, Ordnance Officer, Armory Officer and/or the SNCOIC/NCOIC in charge of ordnance/armory sections, per MCO P4790.2C. Desktop procedures will be established and maintained by individuals that run functional areas within sections, as an example, records clerk, toolroom NCO, calibration clerk, ERO Clerk, etc..



CHAPTER 2

ORDNANCE POLICIES

	PARAGRAPH	PAGE
MAINTENANCE POLICY.....	2001	2-2
MANAGEMENT/OPERATIONS PROCEDURES.....	2002	2-6
EQUIPMENT MAINTENANCE/OPERATIONS.....	2003	2-9
RECORDS/LOGS.....	2004	2-12
REPORTS.....	2005	2-12
SAFETY.....	2006	2-13
WARRANTY PROGRAM.....	2007	2-15



CHAPTER 2

ORDNANCE POLICIES

2001. MAINTENANCE POLICIES

1. General

a. Ordnance equipment will be maintained in a safe, operable condition as per the instructions herein, applicable service policies, regulations, field and technical publications.

b. Priority of maintenance will be accorded combat essential Marine Corps Ground Equipment Resource Reporting (MCGERR reportable) equipment as listed in the current MCBul 3000 series followed by non-combat essential equipment.

c. Maintenance support is provided by Ordnance Maintenance Company (OMC), 2d Maintenance Battalion, 2d FSSG, Camp Lejeune.

2. Maintenance Categories. For accomplishing the Marine Corps maintenance mission, it has been necessary to assign maintenance responsibilities to five specific echelons of maintenance. These echelons of maintenance are numbered consecutively from one through five grouped into three categories. The categories are: organizational, which consists of first echelon (operator/user) and second echelon (using unit) maintenance; intermediate, which consists of third echelon (major component replacement) and fourth echelon (component rebuild); and depot, which is fifth echelon maintenance (end item rebuild).

a. Organizational maintenance is the responsibility of and is performed by a using organization on assigned equipment. First echelon maintenance is the responsibility of the operator and second echelon maintenance is the responsibility of the unit's trained maintenance personnel. Organizational maintenance normally consists of cleaning, inspecting, servicing, lubricating, adjusting or replacing parts and minor assemblies which:

(1) Are determined to be defective by simple Go-No-Go checks, using built-in, easy to interpret, diagnostic/fault isolation equipment.

(2) Can be removed and installed with limited skills and tools.

(3) Are authorized by the maintenance allocation chart

of the applicable equipment technical manual.

b. The third/fourth echelon maintenance function is normally assigned to OMC, 2d FSSG. Third and fourth echelon maintenance accomplishes the repair of end items and designated modules (assemblies/components) that is possible without the necessity of sophisticated tools and produces a repaired item with a high degree of reliability. Their responsibilities include, but are not limited to:

(1) Return of end items to an operational ready status by maximum replacement of modules.

(2) Limited piece/part replacement.

(3) Troubleshooting, adjustment, alignment and calibration as authorized in the maintenance allocation chart, taking maximum advantage of built-in aids in this effort.

(4) Providing quick response maintenance support to units through the use of contact teams. These teams will be tailored to a commodity or weapons system or for an area support role, as appropriate.

3. Maintenance Performance

a. Organizations are authorized to perform only that level of maintenance cited in their respective table of organization (T/O), within the scope prescribed by pertinent technical manuals (TM's), technical instructions (TI's), modification instructions (MI's) and stock lists (S/L's). In the event a source maintenance recoverability (SMR) code is not listed in the applicable equipment technical manual (TM) and/or is incomplete, utilize the applicable maintenance code in the current edition of the SL 6-2 associated to the ID number of the equipment undergoing maintenance. The SMR code will be listed under the current edition of the Master Header Information File (MHIF). In certain situations, commanding generals may authorize a higher echelon of maintenance for limited periods of time as outlined in the current edition of MCO P4790.2C and the WgO P4790.8E Maintenance Management Standing Operating Procedures (MMSOP).

b. Organizations will establish maintenance programs to detect and correct potential failures before they occur. Current edition's of pertinent TM's, TI's and the DA Pamphlet provide commanders with information from various publications which are helpful in planning PM programs, examining the effectiveness of current procedures and conducting inspections.

c. Owning organizations are responsible for first and second echelon (organizational) maintenance on their equipment evacuated to third echelon maintenance shops for repair. All first and second echelon maintenance is to be completed prior to evacuating to third echelon. Organizations will ensure that personnel are made available for this purpose.

d. Ordnance equipment that is deadlined or that has defects requiring repair will be tagged with an inspection/repair tag (NAVMC 1018) per TM 4700-15/1H and will have corrective maintenance initiated as set forth in the current edition of MCO P4790.2C.

e. The ERO (NAVMC 10245) is the primary document used for the performance of equipment maintenance or to request support maintenance from (Ordnance Maintenance Company), 2nd FSSG. It will be prepared per TM 4700-15/1H for all echelons of maintenance.

4. Modification of Equipment. Modifications of ordnance equipment will only be accomplished when authorized by a written modification instruction (MI). Ordnance modification control programs and modification control records will be established and maintained as per the current edition of MCO P4790.2C and TM 4700-15/1H. All modification instructions (MI's) listed in the current edition of the SL 1-2 under the equipment ID number will be listed on the modification control record, additionally, those MI's listed in the current edition of the SL 1-3 that are applicable to equipment possessed will be listed on the modification record. Headquarters Marine Corps will authorize Weapons System/Equipment Managers (WS/EM) alerts, generally published via message format, dictating that equipment be modified. In such cases, when modification instructions are received via WS/EM alert, they will be annotated (in pencil) on the commodity manager's modification control record citing the message date time group and the originator; e.g. 171537Z Oct 92, MCLB, Albany, Ga, until the MI is published. Updates to the SL 1-2/1-3 between revisions citing new MI's are published in TI 5600 series publications and Deletion/cancellations to the SL 1-2/1-3 are published in the SI 5600-15/144 series. Ensure that errors to MI's listed and/or not listed under the equipment ID numbers are submitted to update the current edition of the SL 1-2/1-3 using NAVMC 10772s as set forth in the current edition of MCO P5215.17C. Finally, modification material, parts and kits are "free issue" if ordered within the first year of the effective date of the MI unless otherwise indicated. Ensure unit funds are not used to requisition modification material, parts and kits.

5. Cannibalization. Cannibalization is defined as the removal of serviceable parts from one item of equipment for installation on another. Maintenance by cannibalization will not be employed and is expressly prohibited except in extreme circumstances and then only with complete justification and with authorization from 2d MAW (AC/S, G-4, MMO/IWC), as per WgO P4790.8E.

6. Selective Interchange. Selective interchange is defined as the exchange of selected serviceable repair parts/components from an item of equipment for unserviceable repair parts/components from a like item. Selective interchange is conducted only as specified in WgO P4790.8E and the current edition of MCO P4790.2C. Authorization is required from 2d MAW (AC/S, G-4, MMO/IWC).

7. Demilitarization. Ordnance equipment and/or components will only be demilitarized under the following conditions:

a. To prevent enemy use, procedures for destruction of equipment will be accomplished as per the current edition of TM 750-244-7.

b. Demilitarization in garrison will be accomplished by the local Defense Reutilization Marketing Office (DRMO), as per the current edition of DOD Directive 4160.21 and DOD Manual 4160.21-M-1, unless the local DRMO has an interservice support agreement (ISSA) with the Marine Corps, in which case, demilitarization will be accomplished by the designated Marine Corps unit identified in the ISSA.

c. Demilitarization of ordnance equipment for display purposes and accounting will be accomplished as per the current edition of DOD 4160.21-M-1, MCO P5750.1G, MCO 5800.6A, MCO 8300.1C, OPNAVINST 5530.13B, UM 4400-124 and UM 4400-15.

8. Shop Management and Operation. Each repair shop and armory will be managed as per the general provisions set forth in the current edition of MCO P4790.2C.

9. Weapons Indoctrination. All personnel will be fully indoctrinated in the use, care and cleaning procedures upon being assigned a T/O weapon (M16A2 rifle or M9 9mm Pistol) or to a crew served weapons team. Enrollment in a Marine Corps Institute (MCI) course on the assigned weapon is recommended. At a minimum, the following training should be provided prior to the firing of any weapon:

- a. Weapons Safety.
- b. Immediate action procedures.
- c. Ammunition malfunction procedures.
- d. Ammunition identification and application.
- e. Tactical employment.

2002. MANAGEMENT/OPERATIONS PROCEDURES.

1. General. This section provides information pertaining to the proper management and operation of an ordnance shop/armory and to the specific care and maintenance practices to be used in all units.

2. Directives. Management of ordnance security, safety, inspections and reports will be as prescribed in Marine Corps directives or amplifying directives of subordinate commands. Specific instructions concerning the operation, care, cleaning and maintenance of equipment are found in applicable directives and technical manuals. Changes should be made promptly upon receipt, as the change may direct different procedures. Where conflict exists between Marine Corps directives and amplifying directives, comply with the Marine Corps directive and notify higher headquarters. The current edition of MCO P5215.17C provides policy concerning technical publications and application.

3. Transportation of Ordnance Equipment. The movement of ordnance equipment which requires security as set forth in the current edition of OPNAVINST 5530.13B, will follow the guidelines therein. Additionally, all items of ordnance equipment requiring movement from one location to another must be done in such manner to preclude damage due to rough handling and inclement weather. Ordnance equipment being carried by an individual is the direct responsibility of that individual and must be handled in such a manner as to prevent loss or damage. Ordnance equipment being transported to and from repair facilities must be padded, braced and/or boxed for protection. Armed guards (not the driver), will accompany all weapons being transported. Weapons will never be left unattended. With the exception of marksmanship training, no weapons will be transported in privately owned vehicles (POVs). Weapons and ammunition may be transported in POV's only for marksmanship training for rifle and pistol "matches". Weapons may be transported in POV's for T/O weapon qualification/

requelification and FAM firing of said weapons which are covered in the current edition of MCO 3574.2J. For matches where either weapons and/or ammunition are transported in POV's, the commanding officer will designate in writing those individuals authorized to transport these items. In the case of rifle and/or pistol matches, each individual will have on their person written permission to transport both weapon and ammunition in their POV. For weapon qualification, requelification and/or FAM firing, the NCOIC of the range detail for each unit may have a consolidated written list of individual Marines authorized to transport weapons in their POV's in lieu of each individual Marine carrying written authorization.

4. Quality Control. In addition to the procedures set forth in appropriate orders, each unit will institute and maintain a system where the quality of care, cleaning and maintenance will be verified. Quality control personnel will be assigned in writing per this SOP. Additionally, the signature of the individual inspecting the work on the associated Equipment Repair Order, (NAVMC 10245) in the Inspected by (Signature) block of the ERO, will be the signature of the Quality Control personnel as per the current edition of TM 4700-15/1H.

5. Ordnance Safety. Shop and armory safety requirements are set forth in directives listed in the Standard Subject Identification Code (SSIC) 5000 and 6000 series as well as applicable technical policy publication and equipment repair manuals. The equipment operator's technical manual establishes safety requirements for each specific item of ordnance. Commanders must ensure that inherent dangers associated with each item of ordnance equipment are identified and that proper instructions and supervision are provided to users and maintenance personnel. The unit's safety SOP must address those areas that present particular hazards, i.e., noise hazard, back blast, explosive hazard, tritium radiation, laser beam hazard and weapons handling safety procedures.

6. Contact Team Technical Assistance.

a. Request for contact team support will be submitted to the FSSG via 2d MAW G4/IWC per WgO P4790.8E. The request will include a point of contact, location, type (equipment nomenclature, model number and equipment ID number) and quantity/density of equipment, the required dates and reason for request. Reasons for the request may be, but are not limited to, limited technical inspection, pre-deployment inspection, gaging and third and fourth echelon inspection/repair.

b. When possible, technical assistance will be provided to units upon request. Normally, technical assistance consists of classes on ordnance equipment care, maintenance, armory procedures and inspections of ordnance problems that cannot be resolved internally.

7. Prefire Inspections of Individual Weapons. A prefire inspection (PFI) is conducted to determine the serviceability of small arms. A LTI will be conducted, prior to initial issue and a PFI within four weeks of annual qualification/requalification, or annually if the weapon is to be used only for familiarization firing as set forth in the current edition of TI 8005-24/20 and the appropriate technical manual's. Prefire check results will be annotated with the letter "P" to show the PFI completion date on the NAVMC 10561 or locally developed automated programs, providing the information duplicates the NAVMC 10561 IAW TM 4700-15/1H. Upon completion, and if necessary, a NAVMC 1018 inspection/repair tag will be completed for repairs. All weapons will undergo an operations check prior to firing, in accordance with the appropriate operators manual. Prefire inspections will be performed by a small arms repairer, MOS 2111. Serial numbers of weapons for which a PFI was conducted will be listed on a locally produced PFI/LTI sheet, which will be attached to the associated ERO and in the "Description of Work" block of the ERO annotate after the brief task: (See attached PFI sheet).

8. Storage and Handling of Hazardous Material. Unit personnel authorized to transport ammunition and explosives (A&E) or hazardous material will be licensed as per the current edition of MCO 11240.66B, NAVSEA OP 2239, MarForLantO P11240.7 and local SOP procedures. Finally, hazardous material records, handling, storage and disposition will be in compliance with base directives concerning hazardous material.

9. Packaging of Small Arms/Optical Equipment for Storage.

a. Organizations will ensure that adequate quantities of non-T/O weapons are available for issue to accomplish T/O mission requirements in garrison; e.g., crew served weapons training. Authorization to package small arms and optical equipment for storage may be granted on a case by case basis. A request containing the quantity, type weapons/optical equipment and justification will be submitted to 2d MAW (AC/S, G-4, IWC) for approval/disapproval.

b. If approved, an LTI will be conducted by small arms/optical equipment repairman. Each item will be tagged with a NAVMC 1018 and signed by the intermediate maintenance

activity (IMA) representative attesting to the serviceable condition of the item. Unserviceable items or items requiring Corrective Maintenance (CM) will not be packed. Preservation, packing and packaging (PP&P), marking, serialized inventories (when applicable) and periodic inspections for serviceability will be accomplished as per the current edition of MCO 4030.16F, MCO P4790.2C, and MCO 8300.1C.

2003. EQUIPMENT MAINTENANCE/OPERATIONS PROCEDURES.

1. SCOPE. This section provides information relative to the records, proper operation, care and maintenance of ordnance equipment.

2. Records. Equipment records, security and management records will be established and maintained as outlined per MCO P4790.2C, OPNAVINST 5530.13B and TM 4700-15/1H. Units will only use those records and forms listed/cited in the above publications and/or directives and technical publications that may direct the use of a local form; e.g., local forms for load testing. Duplication and/or local records should be kept to a minimum and are discouraged. When a directive or technical publication requires records/logs to be established and maintained but does not provide the blank form/log, then units will establish these records utilizing forms/logs in 8 1/2" x 11" size or smaller, ensuring that all required elements of information are entered. Entries will be in ink unless otherwise indicated. When errors are made draw one line through the entry and enter the correct information above or below (as appropriate) and initial the correction. When instructions for a form indicate that only portions of the form may be corrected; e.g., Memorandum Receipt for Individual Weapons and Accessories NAVMC 10576. Then comply with the instructions for the form. The rewriting of forms, records and/or logs for the sake of looking neat/pretty is prohibited and could alter and hamper accounting/control procedures. It is important that records, forms and logs be established, accurate and legible.

3. Cleaning.

a. Commanders will establish written procedures to ensure that cleaning and inspections are conducted on ordnance materiel and equipment. Cleaning of ordnance equipment will be performed as per the instructions contained in appropriate TM's. Ensure that procedures are filed in Appendix B of this order for clarification of weapons cleaning policy.

b. Commanders are reminded that technical publications

pertaining to a specific item of equipment will prescribe specific materials and procedures for cleaning and preserving that particular item. Inadvertent use of other cleaning materials and chemicals could result in deterioration or damage.

4. Painting.

a. Painting of tactical and combat equipment will be performed per TM 4750-15/2-2. Repainting will only be done as necessary to preserve and protect equipment.

b. Paint will be stored in authorized outdoor lockers only and not in shop/armory areas.

c. The painting and registration marking of Marine Corps vehicles and equipment will be as specified as per the current edition of TM 4750-15/1. Refer to paragraph 2003.10.b for marking of ordnance equipment.

d. Painting by compressed air will be accomplished as per current environmental directives only.

5. Machine Guns (All Calibers).

a. To ensure that proficiency is maintained and that timely first echelon maintenance is being performed, non T/O crews will be assigned in writing, by the commanding officer, to perform required maintenance functions to machine guns and associated equipment. Control and accountability of crew served weapons and accessories will be accomplished by the use of the crew served weapons form (NAVMC 11186). (Refer to TM 4700-15/1H for additional guidance for this form). This assignment should be rotated among all personnel within the unit to promote familiarity with the weapon. Crews are required to fire the weapon to which assigned for familiarization, at a minimum, annually. Gun drills and maintenance will be conducted periodically and will be reflected on the unit's training schedule.

b. The purpose of the NAVMC 11186 is to provide an issue receipt document for crew served weapons, e.g., machine guns, mortars and their associated accessories.

c. Units that are authorized machine gun, caliber .50, M2 HB by T/E, will ensure that all gun crews are proficient in procedures for setting headspace and timing prior to any firing.

6. Launcher, Grenade, M203. Dry firing of the M203 will be

avoided to prevent loosening of the breech insert. Inspections and maintenance services will be conducted in accordance with TM 9-1010-221-10 and TM 9-1010-221-24.

7. Optical Equipment. Adverse climatic conditions and frequent use of optical equipment impose a requirement for optimum organizational maintenance. Because of the delicate and complex nature of optical equipment, organizational maintenance is essential. The below procedures will be followed concerning optical instruments:

a. Arrange with the maintenance support facility to have armorers/weapons custodians schooled on proper cleaning and user maintenance of optical equipment. This training will include the special handling consideration for tritium fire control instruments (TI 5104-15/2).

b. When not in use, optical instruments will be stored in carrying or storage cases. Batteries **will be** removed from optical instruments prior to storage to prevent them from becoming unserviceable/unrepairable due to battery corrosion. Batteries will be stored in a cool, dry place. Lithium batteries require special handling and will be disposed of in accordance with current hazardous material directives.

c. When transporting optical equipment to and from maintenance support facilities, equipment will be supported by padding and stowed in carrying/storage cases or locally constructed transport boxes/fixtures and covered for protection.

d. Units possessing the capability of purging applicable fire control equipment with dry nitrogen will ensure that the service is programmed regularly and according to the variations in climatic conditions. Units not possessing this capability will request this service from the appropriate maintenance support facility.

8. Test, Measurement and Diagnostic Equipment (TMDE).

a. Requests for gages should be submitted IAW TI 4733-5/11E. All requests must be typed and submitted to Albany, Georgia via e-mail or by FAX, FAX number DSN 567-6172, sixty (60) days before the date calibrated gages are required, (ATTN: IWGCP Code 883).

b. Calibration records will be maintained on all as per the instructions set forth in the current edition of TM 4700-15/1H.

c. All gages identified as excess must be turned in to the Infantry Weapons Gage Calibration Program (IWGCP) program manager at Albany, Georgia.

d. Units are reminded that when calibrated gages are requested through the IWGCP, an unserviceable gage must be promptly returned to Albany, GA. Refer to the IWGCP packing list for calibration expiration dates.

9. Compass-Lensatic, Unmounted, Magnetic. The lensatic compass contains a radioactive isotope, tritium (H3), to light the dial. The compass becomes a radiological hazard if it is broken, opened or 9 years past the manufactured date. Due to the hazard involved, special instructions contained in TI 01592C-15/2 have been issued concerning the care, handling, storage, reporting and disposal of these compasses.

10. Identification Marking of Small Arms.

a. Scribing, stamping, engraving or marking numbers or letters on ordnance equipment is unauthorized unless specified by Marine Corps depot maintenance work requirement (DMWR) directives.

b. To assist the unit armorer in the issue and receipt of small arms, paint which lends itself to camouflage may be used to stencil the weapons storage rack numbers on the receiver or stock of the weapon as per the current edition of TI 8370-15/1. In addition, similar paint may be used to match machine gun barrels and collateral material associated with the weapon or by matching the ID tags.

2004. RECORDS/LOGS.

1. GENERAL. Commanders and responsible personnel concerned with ordnance maintenance will ensure strict adherence to current directives, the provisions contained in the current edition of TM 4700-15/1H and the current edition of UM 4400-124 in maintaining ordnance equipment records.

2. Records for Security Ammunition. Ammunition records will be maintained as per the current editions of MCO 8020.10, UM 4400-15, and MarForPac/Lant Standing Operating Procedures. Refer to WgO P8011.4, Ammunition SOP for further guidance.

2005. REPORTS.

1. General. This section sets forth instructions and guidelines

for submission of reports pertinent to ordnance material and is in consonance with reports required by other directives. To afford proper utilization, it is essential that the submission of reports be timely and accurate.

2. Ammunition Malfunction and Accident Report. This report is submitted as per the current edition of MCO 8025.1C. The malfunction report is required to be submitted by message within 24 hours of the time the malfunction occurred. The Ammunition Malfunction Data Collection Guide, NAVMC 10155, should be carried by all officers and SNCO's involved in the live firing of ammunition.

3. Product Quality Deficiency Report (PQDR). The prompt submission of PQDR's, as per the current editions of MCO 4855.10B and TM 4700-15/1H, is one of the most vital tools to be employed in correcting deficiencies in Marine Corps equipment. PQDR field reports of a noted deficiency are the first step in instituting corrective action.

4. Missing, Lost, Stolen, or Recovered Ordnance Materiel Report.

a. The current editions of OPNAVINST 5530.13B, SECNAVINST 5500.4, MCO 4340.1A, MCO 8020.10, MCO P4400.150E and UM 4400-124 prescribe procedures for reporting missing, lost, stolen or recovered government property (hereafter referred to as "M-L-S-R Property") within the Marine Corps.

b. M-L-S-R's will be submitted by message within 24 hours upon the discovery of M-L-S-R ordnance items, to include all firearms, ammunition, explosives and other destructive devices regardless of dollar value.

c. Investigations of MLSR government property will be conducted per MCO P4400.150E, Consumer Level Supply Policy Manual.

5. Small Arms Serialized Inventory Report (Crane Indiana Weapons Report). Marine Corps units possessing or having an allowance of small arms are required to report the serial numbers of those small arms to the Commanding Officer, Naval Weapons Support Center, Crane, Indiana 47522. All gains, losses or exchanges of the weapons cited in the current edition of MCO 8300.1C are to be reported within five working days. Reports will be submitted by the unit's supply officer.

6. Reporting of Accidental Discharges of Firearms. Commanders will report all negligent discharges of firearms as per the current edition of MCO 5500.6F, MCO 5740.2F and JAGINST 5800.7, to 2d MAW (AC/S, G-4, SUPO/IWC).

2006. SAFETY.

1. General. It is the responsibility of all personnel to understand and observe safety standards and regulations which are established for the prevention of injury to themselves and other persons and damage to property and equipment.

2. Responsibility. Commanders will establish programs and procedures for accident prevention and safety consistent with directives in the 5100 series and the current edition of MCO P5100.8F.

3. Safety Programs

a. The current edition of MCO P5100.8F outlines and provides specific guidelines for safety programs that directly affect the operations of ordnance and maintenance shops and personnel. These programs are: Sight Conservation Program, Foot Protection Program and the Hazardous Material Safety Program. The current edition of MCO 6260.1D outlines and provides guidelines for the hearing conservation program.

b. The sight conservation program is designed to eliminate eye injuries, eliminate accidents resulting from faulty vision, increase production and eliminate waste caused by defective vision.

c. The foot protection program is designed for protection in those areas that are usually associated with a high incidence of foot injuries. The current edition of MCO 5100.8F provides explicit instructions for personnel regarding the wearing of foot protective devices.

d. The hazardous material safety program is designed to identify certain hazardous material which, by virtue of its potentially dangerous nature, requires control to ensure adequate safety to life and property. Refer to MCO P5090.2 for additional guidance.

e. The hearing conservation program is designed to identify noise hazard areas and to ensure that personnel required to work in those areas are afforded proper hearing protection. Refer to

MCO 6260.1D for additional guidance.

f. The radiological safety program is designed to identify equipment that presents a radiological safety hazard. Each unit that owns, stores or uses items of equipment that contain radioactive components will establish a radiological safety program as per the current edition of MCO 5104.3, NAVFACINST 5100.15 and TI-5104-15/2A.

g. The laser safety program will be conducted in accordance with the current editions of MCO P3570.1A and MarForLantO 5100.6 as applicable.

2007. WARRANTY PROGRAM.

1. General. Units with ordnance equipment under warranty will manage defects with said equipment, as per the current edition of MCO 4105.2 and applicable Supply Instructions (SI) pertaining to associated equipment. Even though equipment is under warranty, units will still submit PQDRs as outlined in paragraph 2005.3 of this manual.

CHAPTER 3

SUPPLY

	PARAGRAPH	PAGE
SUPPLY.....	3001	3-1
EMBARK.....	3002	3-2
SUPPLEMENTAL PROGRAMS.....	3003	3-2
SELF SERVICE REQUISITIONS.....	3004	3-3

CHAPTER 3

SUPPLY

3001. SUPPLY.

1. General

a. The key to successful supply support is the ability to predict what will be required in sufficient time to obtain the items through routine requisitioning procedures and to avoid critical shortages and significant excesses. Close coordination among the supply, maintenance and ordnance commodities is the key factor in ensuring that adequate publications, parts and supplies are on hand or valid requisitions exist.

b. Maintenance and armory personnel will maintain a record of all publications, parts, supplies and components placed on requisition. This record must provide, but not be limited to, item nomenclature, national stock number (NSN) or publication control number (PCN) in case of publications, quantity requested and a valid document number obtained from the supply office.

2. Fiscal. Normally, the supply officer handles all fiscal matters within the organization. However, it is the responsibility of the unit maintenance and ordnance personnel to assist in preparing the budget and controlling the expenditure of funds related to ordnance. The current edition of MCO P7100.8 (Field Budget Guidance Manual) provides policy and administrative guidance for the exercise of financial management.

3002. Embarkation. Embarkation readiness is the responsibility of all members of the command including maintenance and ordnance personnel. The preparation of mount-out boxes, supplies and equipment, the training and indoctrination of individuals in embarkation matters and the maintenance of accurate embarkation readiness within the forces are essential parts of ordnance operations. Current Marine Corps embarkation orders provide policy and administrative guidance for embarkation. WgO P4600.4 applies.

3003. Supplemental Programs. Programs have been established to supplement the maintenance effort and assist in maintaining equipment. These programs are the controlled items management program which includes; the recoverable item program, replacement and evacuation program and the secondary depot reparable program.

a. The recoverable items program has been established to provide for the accounting, reporting, recovery and evacuation or disposal of equipment that is considered recoverable and economically repairable or becomes excess to a command's allowance. A recoverable item is an item that is not consumed in use and is recoverable for repair or disposal. Items that are considered as recoverable are listed in the current edition of MCO P4400.82F and will be reported on a Recoverable Items Report (WIR). The order also provides reporting instructions for recoverable items.

b. The Replacement and Evacuation (R&E) program provides for systematic replacing and evacuating for repair of certain major ordnance items before the equipment condition becomes unacceptably degraded or economically infeasible to repair. Procedures and established criteria for this program are contained in the current edition of MCO 4710.8G.

c. The Inspect and Repair Only as Necessary (IROAN) program cover items that do not fall within the limits of the R&E program. IROAN equipment is not subjected to a complete rebuild. Marine Corps Logistics Base Albany, GA will issue a message announcing the equipment and procedures for processing IROAN candidates. Detailed procedures will include the authorization and extent of selective interchange of serviceable components.

d. The secondary reparable (SECREP) item program provides a pool of serviceable ordnance components available for direct exchange of unserviceable repairable like items. The maintenance float publishes a catalog of items eligible for exchange. Components not listed but containing a recoverability code of "O", "F", "H" or "D" may be nominated for addition to the catalog. The criteria for repair, evacuation, exchange and reconciliation are contained in the appropriate Wing and FSSG supply SOP's/directives. Procedures for conduct of this program are provided in MCO P4400.82F.

e. The infantry weapons gage calibration exchange program (IWGCP) has been developed to maintain a pool of calibrated gages for exchange of uncalibrated gages at no cost to the unit. Request for gages should be conducted as per the current edition of TI 4733-15/11E. (Paragraph 2003.8 of this SOP refers to IWGCP).

3004. "Self-Service" Requisitions. Supply request processed through self-service/servmart are issued directly across the counter. Therefore, the requisition is not provided a document number with which follow-up action might be initiated or the

requisition's progress monitored. If the self-service center cannot provide timely support for an item meeting the criteria for a NMCS/NMCM requirement, as defined by the current edition of UM 4400-124, the unit is authorized to submit an additional demand requisition for the item through the unit supply, as per WgO P4790.8E.



SOP FOR GROUND ORDNANCE

CHAPTER 4

ORDNANCE INSPECTIONS

	PARAGRAPH	PAGE
GENERAL.....	4001	4-2
COMMAND INSPECTIONS.....	4002	4-2
STAFF VISITS.....	4003	4-2
ANNUAL PMO PHYSICAL SECURITY INSPECTION.....	4004	4-2



SOP FOR GROUND ORDNANCE

CHAPTER 4

ORDNANCE INSPECTIONS

4001. GENERAL.

1. Organizational commanders are responsible for conducting periodic inspections of organic ordnance equipment and related supplies. Periodic command inspections of ordnance equipment are necessary to assure commanders that their equipment is being maintained. Organizations are required to establish an inspection policy that holds the lowest unit leader responsible for the equipment charged to the unit's care.

2. The relative complexity of today's ordnance equipment imposes additional requirements on the unit commanders in the conduct of these inspections. However, each item of equipment has some relatively simple components which increase the ability to perform preventive maintenance throughout.

3. Using units are responsible to ensure that individual weapons are inspected at the time of initial issue and upon recovery as per instructions contained in the current editions of UM 4400-124 and TM 4700-15/1H. TM 4700-15/1H provides definition of toolmarks, pits, gas erosion and approved symbols/verbage to be utilized when entering inspection data on the NAVMC 10576.

4002. COMMAND INSPECTIONS. Command inspections include a general analysis of ordnance matters. Such inspections will include, but are not limited to the following:

1. The general security and adequacy of storage areas containing ordnance material. Detailed inspections concerning security will be conducted as per OPNAVINST 5530.13B by representatives of the Base PMO section annually.

2. Supply and accounting procedures.

3. Maintenance of weapons, kits, sets and tools.

4. MOS technical training.

5. Maintenance of ordnance publications and directives.

6. Maintenance of records.

4003. STAFF VISITS. A staff visit can be a formal or informal

SOP FOR GROUND ORDNANCE

visit by higher headquarters to investigate troublesome areas and to exchange information with the opportunity for immediate feed back. This command's ordnance personnel will conduct staff visits, as necessary and provide assistance in all ordnance areas.

4004. ANNUAL PMO PHYSICAL SECURITY INSPECTION. Annually, the PMO physical security department will conduct a physical security inspection on unit armories as per OPNAVINST 5530.13B. Copies of the most recent and two prior inspection reports will be maintained in the armory files.

SOP FOR GROUND ORDNANCE

CHAPTER 5

ORDNANCE SECURITY

	PARAGRAPH	PAGE
SECURITY AND CONTROL OF ORDNANCE ITEMS.....	5001	5-2
ISSUE, ACCOUNTABILITY AND SECURITY PROCEDURES FOR WEAPONS OF TRANSIENT AND TEMPORARY ADDITIONAL DUTY (TAD) PERSONNEL.....	5002	5-5
POSSESSION, USE, REGISTRATION AND STORING OF PERSONAL WEAPONS AND DANGEROUS INSTRUMENTS....	5003	5-6
WEAPONS IN THE MAINTENANCE CYCLE.....	5004	5-6
COMMERCIAL FIREARMS.....	5005	5-7
PHYSICAL SECURITY EVALUATIONS.....	5006	5-7



SOP FOR GROUND ORDNANCE

CHAPTER 5

ORDNANCE SECURITY

5001. SECURITY AND CONTROL OF ORDNANCE ITEMS.

1. General

a. Commanding officers are responsible for safeguarding weapons and ordnance material. Portable items of ordnance material are particularly vulnerable to theft. However, the greatest concern is for the security of those items which would threaten life or preservation of law and order if in the hands of persons with malicious intent or other unlawful purposes. This includes Category I, II, III and IV weapons and ammunition as outlined in OPNAVINST 5530.13B. Inherent with provisions prescribed herein and in the current edition of OPNAVINST 5530.13B there is sufficient latitude for the individual commander to explore the particular security problems and inject additional measures deemed appropriate.

b. Personnel in receipt of individual weapons or other government owned ordnance material will be responsible for ensuring that equipment in their charge is properly safeguarded and maintained at all times.

c. Weapons will be issued for official requirements only and as specifically authorized by written authority. When the requirement no longer exists, the weapons will be returned to the armory storage area for safekeeping.

d. Weapons will not be removed from Marine Corps installations except for operational commitments. In cases where weapons are evacuated to the next higher echelon of maintenance for repair, items will be accounted for on a valid ERO by serial number and signed by the organization's commander or designated representative. Weapons being transported from one locale to another, such as third and fourth echelon maintenance facilities, will be under the constant surveillance of an armed guard (drivers cannot act as the sole armed guard). Ordnance maintenance officers or their designated representatives will sign for weapons delivered to their facilities for repair. (See paragraph 5003.2 of this Order for "Designated Persons" authorized to receive and pick up weapons).

e. To ensure adequate space for the armorer/custodian to perform the assigned mission, personal gear other than ordnance associated equipment will not be stored in areas designated as

SOP FOR GROUND ORDNANCE

armories/weapons storage areas.

2. Security Measures. Commanding officers will institute a positive system for control of weapons/ordnance material as per the current edition of OPNAVINST 5530.13B. Unit S-4 officer/ordnance officers will ensure that the following letters of authorization are current and on file inside the unit armory.

a. Unaccompanied Access List. This letter will be established and posted in the armory which authorizes only those personnel who require access in the performance of their assigned duties to enter the armory/storage area. The "Unaccompanied Access List" will include a statement which authorizes personnel, such as official visitors, inspection teams and weapon repairmen to enter the armory when accompanied by an individual named on the list. The "Unaccompanied Access List" will be updated as changes occur or at least annually, whichever comes first.

b. Armory Access Log. Each armory/weapons storage room will maintain an "Armory Access Log". This log will be used to record all personnel who enter the armory. This log will include personnel on the "Access List" to maintain a listing of all personnel who entered the armory during a specific time frame, should a theft occur. The log should have, as a minimum, the following information: Printed name, grade, SSN, unit, date, time in/out, signature and reason for visit. The armorer/custodian signing an individual into the armory must verify their identity from a picture ID, even if the individual is known to the armorer/custodian.

c. Procedures for the security of ordnance material while aboard amphibious shipping will be as per OPNAVINST 5530.13B.

d. Ensure restricted area, personnel/administrative inspection and search procedures are published per references (a) and (b) and signed by both the unit CO and cognizant staff judge advocate.

3. Armory/Weapons Storage Areas. Security enclosures will be clearly defined by "Security Area" or "Restricted Area" warning signs posted at various locations surrounding the area under protection. Designated security enclosures will be constructed of materials capable of restricting forced entry as per OPNAVINST 5530.13B.

SOP FOR GROUND ORDNANCE

a. Keying or installing the same pinning combination in two or more locks for arms racks so that one key opens like locks is authorized. However, it is not the preferred method and the requirement still exists for security locks to be rotated at least annually. Therefore, additional keyed alike lock sets would be needed to satisfy this requirement.

b. Master keying of AA&E spaces is strictly prohibited.

4. Security Personnel.

a. Marines performing security duties and who are required to be armed by local commanders or as required by the current edition of MCO 5500.6F, will be armed with a fully-loaded weapon. Commanders are responsible to ensure that all personnel who are assigned to security and armed with a loaded weapon are thoroughly indoctrinated on the provisions of the current edition of MCO 5500.6F.

b. Commanders are responsible to ensure that security personnel are armed with their T/O weapon and that they have qualified with that weapon as per the current edition of MCO 3574.2J. Commanders will also ensure that:

(1) Written procedures on loading and clearing of weapons are established.

(2) Marines are fully trained in and can demonstrate proficiency on the loading and clearing procedures.

(3) Proficiency is maintained through frequent refresher training and practical application.

(4) Strong, effective supervision is emphasized.

(5) The Service Record Book (SRB) is reviewed.

c. Security personnel should be required to sign a statement that they have received and understand the instructions pertaining to loading and clearing their weapon and that they fully understand the definition of deadly force and the circumstances under which it may be used.

d. The following types of personnel, although not all inclusive, should not be qualified for duty as armorers, custodians or security guard personnel if the following conditions are present:

SOP FOR GROUND ORDNANCE

(1) Personnel whose mental condition is of a nature which, in the opinion of competent medical authority, may cause significant impairment of their judgment or reliability.

(2) Personnel having excessive indebtedness, recurring financial difficulties and/or unexplained or repetitive unauthorized absence which show reason to believe that they may act contrary to the best interest of the command.

(3) Personnel involved in or suspected of using drugs or demonstrating a history of alcohol problems.

(4) Personnel involved in acts of a recklessness, irresponsible or wanton nature which indicates such poor judgment and instability as to suggest that they might assist unauthorized persons, whether deliberately or inadvertently, to gain access to ordnance materiel.

(5) Personnel being considered for or undergoing judicial action for any reason other than minor offenses such as, traffic violation, etc.

5. Issue, Recovery and Accountability Procedures for Weapons.

a. Individual weapons will be issued as per UM 4400-124 utilizing the Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576) as the issue and receipt document. Issue/recovery of weapons will be effected as per UM 4400-124 and TM 4700-15/1H.

b. Monthly serialized inventories of the armories must be performed by a disinterested third party. This inventory will be conducted in accordance with the OPNAVINST 5530.13B and utilizing accountable documentation as listed in UM 4400-124, UM 4400-15, and TM 4700-15/1H and those procedures outlined in local SOPs. The results of the monthly serialized inventory will be kept on file for a period of two years with the "original copy" maintained in the armory.

5002. ISSUE, ACCOUNTABILITY AND SECURITY PROCEDURES FOR WEAPONS OF TRANSIENT AND TEMPORARY ADDITIONAL DUTY (TAD) PERSONNEL.

1. It is the responsibility of all personnel in the parent unit charged with the accountability for weapons (this includes armorers/weapons custodians, ordnance officers and supply personnel) to ensure that an accurate and complete audit trail/chain of custody is maintained for individual weapons assigned to Marines in a TAD status.

SOP FOR GROUND ORDNANCE

2. Proper documentation should be accurate and properly completed. Key documents in accounting for weapons are the Ordnance Custody Receipt (NAVMC 10520), the Individual Memorandum of Receipt (NAVMC 10576), TAD orders, letter of transmittal and an acknowledgement receipt for the transmittal of weapons to another unit.

3. Accountability of weapons not issued to individuals will be afforded the same security as issued weapons. The absence of standardized accounting and security procedures has resulted in duplicate weapon reporting, issuance of two or more weapon custody cards to the same individual, erroneous weapon counts and inventories and failure to safeguard weapons.

5003. POSSESSION, USE, REGISTRATION AND STORING OF PERSONAL WEAPONS AND DANGEROUS INSTRUMENTS

1. Commanders will ensure compliance with DOD 5030.49-R regarding the possession, registration, acquisition, selling and use of personal weapons and dangerous instruments.

2. Personal weapons (i.e., firearms) of any size, make, or design are unauthorized for use on requalification ranges, while on any military-sponsored training exercise or established deployment whether ashore or afloat. Additionally, ammunition provided or procured through authorized military sources will not be utilized during training exercises or deployments in conjunction with personal weapons. Personal weapons/ammunition will be stored in accordance with base directives. If stored in a military armory, a tag with the owners name, SSN and general data; e.g., caliber, model, etc., should be placed on or near the weapon. Personal weapons/ammunition will be included on daily sight counts.

5004. WEAPONS IN THE MAINTENANCE CYCLE

1. Security. Weapons will be delivered to the next higher echelon of maintenance in accordance with the provisions of this SOP. (Refer to 5001.1.d) The ERO will be utilized to transfer custody of the weapons between the unit and the maintenance facility. Serial numbers will be annotated on the ERO.

2. Designated Persons. Commanding officers will designate personnel authorized to deliver and receive weapons for the unit and will notify the supporting maintenance facility of this designation by letter. The letter will be updated at least annually or as changes occur.

SOP FOR GROUND ORDNANCE

3. Verification. Personnel reporting to ordnance maintenance units to receive weapons upon the completion of repairs will have their identity verified to ensure that only those persons designated by their respective unit commander receive the weapons.

5005. COMMERCIAL FIREARMS. All Marine Corps owned commercial weapons, except special services, will be marked as per the current edition of TI 8005-35/17.

5006. PHYSICAL SECURITY EVALUATIONS.

1. An armory physical security evaluation consists of a detailed and comprehensive examination of the physical aspects of an armory. The evaluation is designed to identify, for a commander, the security needs in relation to existing security regulations. In the case of armories, the purpose of the evaluation is to determine if the physical security measures providing protection for the armory meet the minimum requirements for the storage of ordnance materiel, as defined in OPNAVINST 5530.13B.

2. The crime prevention section of the Marine Corps bases/stations Criminal Investigation Department will conduct physical security evaluations.

3. The policy listed below will be implemented and incorporated into commanders' local SOP's, training schedules and professional military education.

a. Commanders will:

(1) Use a standard HQMC approved format (refer to Appendix A) for initial and annual screening of personnel who account for, maintain, receive and distribute Arms Ammunition and Explosives (AA&E) in performance of their duties. Screening will be documented with a unit diary entry and supporting documentation will be maintained in command records. When a commander determines an individual has not met the screening requirements to handle AA&E and AA&E handling is a primary function of their Military Occupational Specialty, the commander will work in concert with Headquarters Marine Corps, Manpower and Reserve Affairs, code (MMEA/MMOA) to request retraining or reassignment of that individual.

(2) Use a standard HQMC published form to document expenditure of Arms and Explosive (A&E) assets.

(3) Ensure that Explosive Ordnance Disposal (EOD) units

SOP FOR GROUND ORDNANCE

document expenditure of emergency destruction materiel's, to include individual kit components using expenditure reports.

(4) Ensure two person integrity for A&E destruction actions and expenditure reporting.

(5) Ensure that expenditure reports are maintained by Fiscal Year (FY) and retained for current year plus two FY's.

(6) Conduct and document monthly inventories of A&E held at the consumer-level. This requirement applies to EOD and Provost Marshal Offices.

(7) Ensure that A&E record keeping personnel at the intermediate/consumer-level are accompanied at all times by storage custodians when access is required to A&E storage sites.

(8) Designate a Commissioned or Warrant Officer as the unit AA&E Officer. This appointee will:

(a) Conduct AA&E awareness training.

(b) Validate AA&E accountability procedures.

(c) Audit the A&E Chain-of-Custody/Documentation for issue, receipt, expenditure and turn-in of unexpended assets.

(d) Validate that Navy/Marine Corps (NAVMC) 10774's are properly maintained when the command is holding security and/or training A&E assets.

CHAPTER 6
PUBLICATIONS

	PARAGRAPH	PAGE
PUBLICATIONS.....	6001	6-2
RESPONSIBILITIES.....	6002	6-2
PUBLICATION CONTROL SYSTEMS.....	6003	6-3
CHANGE TO PUBLICATIONS.....	6004	6-3



CHAPTER 6

PUBLICATIONS

6001. PUBLICATIONS.

1. Publications shall be maintained for each type of equipment held by a unit. Only technical publications that pertain to the echelon of maintenance authorized by T/O mission statement are required to be maintained.
2. Modification instructions (MI's), technical instructions (TI's) and supply instructions (SI's), regardless of echelon, will be maintained by the unit so that the armorer will be aware of modifications that must be performed either by organizational or higher echelon of maintenance. These pubs also provide valuable technical and supply information.

6002. RESPONSIBILITIES.

1. Commanders will conduct annual reviews of their Publication Listing (PL) to ensure that the command is on automatic distribution by "publication control number (PCN) and quantity for the required publications to accomplish the T/O mission as it pertains to ordnance equipment as per the current edition of MCO P5600.31G.
 - a. Ordnance officers will ensure there are operators manuals on hand for each item of ordnance equipment. However, in regards to small arms operators manuals, the quantity to be maintained on hand is governed by TI 8005-15/21A.
 - b. The quantity of directives, technical policy publications and equipment publication (minus operators manuals) is at the discretion of the commanding officer as may be dictated in the commands SOP.
2. The current editions of the NAVMC 2761 and the SL 1-2/1-3 will be reviewed quarterly, as well as current editions of TI-5600 series for new revisions and changes to publications that apply to manuals and instructions held by the ordnance section.
3. The S-1/Adjutant with the advice and assistance of the MMO and other functional area managers, is responsible for the overall operation of a unit's publications control system. The Marine Corps Publications Distribution System (MCPDS) allows the designated user to view the current listing of publications,

maintain and manage the Publications Listing (PL) and order publications on-line. MCO P5600.31G outlines the responsibilities for a commander's PL management. MCO P4790.2C requires the use of a publication control form.

4. Users with direct access to MCPDS will use the system for publication management per MCO P5600.31G.

5. Users without direct access to MCPDS will use the Publication Library Management System (PLMS) for publication management. PLMS provides the user an automated SL-1-2/1-3 that is updated every quarter. TI-5600 provides a more timely listing of technical publications and may be used to supplement the PLMS between quarterly updates.

6003. PUBLICATION CONTROL SYSTEMS. The publication control system is divided into four functions: automatic distribution control, internal distribution control, inventory control and order control. Technical publications control is a subset of the unit's entire publication control program. Refer to WgO P4790.8E, MMSOP, for additional guidance concerning publication control.

6004. CHANGE TO PUBLICATIONS. Publications play a critical role in achieving system and equipment availability. Report errors/mistakes that are discovered in publications using NAVMC 10772. NAVMC 10772 serves as a medium to accelerate information feedback. All maintenance/commodity personnel will use the NAVMC 10772 form. File copies will be maintained with the MMO when submitted by commodity sections. Complete NAVMC 10772s per TM-4700-15/1H.

CHAPTER 7

ORDNANCE TRAINING

	PARAGRAPH	PAGE
GENERAL.....	7001	7-2

CHAPTER 7

ORDNANCE TRAINING

7001. GENERAL

1. The current edition of TI 8000-13/2 (Technical Guidance for the Unit Ordnance Officer) and MCO P4790.2C (MIMMS Field Procedures Manual) provide basic policies and procedures for the conduct of operator/mechanic technical training, as well as the applicable Individual Training Standards (ITS) directives in the MCO 1510 series.

a. Each unit has a maintenance mission, the extent of which depends on the logistics capabilities of that unit. Equal in importance to maintenance training is that training provided to weapons custodians and ordnance repairmen in armory operations and management.

b. When unit technical training for ordnance personnel (OCCFLD 2100) is not feasible, i.e. only one MOS 21XX, the unit should request for MOS training support through the major subordinate command.

2. Minimum Requirements. Commanders are responsible to ensure that ordnance related technical training is incorporated in the annual training plan, quarterly/weekly (as appropriate) training schedule and that appropriate attendance records are maintained. At a minimum, ordnance technical training must include the following:

a. MOS 21XX personnel will review MCO 1510.65B Individual Training Standards (ITS).

(1) Serviceability inspection techniques for ordnance equipment held by the unit.

(2) Repair procedures at the appropriate echelon of maintenance for ordnance equipment held by the unit.

(3) A review of each MI pertaining to ordnance equipment held by the unit.

(4) A review of each TI/SI/TB/SB (to include the P.S. Magazine). These publications fall under various Standard Subject Identification Codes (SSIC); e.g., 4000, 5000, 8000, etc.; or Federal Supply Classifications (FSC); e.g., 1000, 2350, etc.

(5) Procedures for completing ordnance equipment/weapons NAVMC forms and records, to include all ground launched missile systems per TM 4700-15/1H.

(6) Procedures for completing maintenance management related forms (ERO/EROSL, Calibration/Modification Control Cards, PQDR's, etc.)

(7) Procedures for establishing and maintaining a technical publications program to include SL 1-2/1-3, NAMVC 2761 reviews, change procedures and the use of TI 5600 and SI 5600 series publications, in addition to the automated publication operating system.

(8) Procedures for establishing and maintaining SL-3 tool set inventories.

(9) Review and application of the current edition of MCO 5500.6F (Arming of Law Enforcement and Security Personnel and the Use of Deadly Force).

(10) Review and application of the requirements for; OPNAVINST 5530.13B, (Physical Security of Sensitive AA&E).

(11) Procedures for reading and complying with message traffic that affect the policy and/or repair procedures within the ordnance field.

(12) Review the application of the current edition of the MARFORLANT order and local orders, as appropriate, for the handling, storage and disposal of hazardous material.

b. Operators of crew served weapons:

(1) Serviceability inspection procedures for the equipment being operated.

(2) Preventive maintenance procedures.

(3) Use of technical manuals and lubrication instructions.

(4) Records, logbooks, gunbooks and record jacket maintenance.

(5) Procedures for establishing, maintaining and requisitioning publications, directives and instructions.

c. Monthly Training. Refer to MCO P4790.2C and MCO 1510 series for minimum requirements for monthly requirements.

3. Correspondence Courses. The use of Marine Corps, Army and Air Force correspondence courses should be encouraged to augment unit training programs.



APPENDIX A

ARMS, AMMUNITION AND EXPLOSIVES (AA&E) SCREENING

Marine interview		Initial Command Screening	
		Conducted By:	
Name:		Name:	
Rank:	SSN/MOS	Rank:	SSN/MOS
Billet:		Billet:	
Initial Screening date:		Yes	No
Is the Marines Service Record clear of any derogatory information affecting assignment of duties involving security of arms, ammunition and explosive?			
Has the Marine demonstrated the requisite maturity, judgment, leadership and confidence in handling weapons if required to be armed in the performance of their duties?			
Has the Marine has a National Agency Check (NAC) or Entrance National Agency Check (ENTNAC) completed as is the result posted in the MMS system?			
Has the Marine Completed instruction in the use of Deadly force in the last 3 months and signed a deadly force certification if required to be armed in the performance of their duties?			
Has the Marine qualified with the required security weapon within the last 12 months?			

Based on the above information, I find that the Marine is QUALIFIED/NOT QUALIFIED for assignment to duties involving control of arms, Ammunition, and Explosives (AA&E).

Signature	Printed Name/Rank/SSN/ of Interviewer
Annual re-screening conducted on _____ by _____	
This Marine remains qualified for duties involving control of AA&E.	
Signed: _____	
Annual re-screening conducted on _____ by _____	
This Marine remains qualified for duties involving control of AA&E.	
Signed: _____	
Annual re-screening conducted on _____ by _____	
This Marine remains qualified for duties involving control of AA&E.	
Signed: _____	
Annual re-screening conducted on _____ by _____	
This Marine remains qualified for duties involving control of AA&E.	
Signed: _____	
This Record is maintained on file for 1 year after termination or transfer.	

Date of termination/transferred: _____ Disposal Date: _____



APPENDIX B

RESERVED FOR SUBORDINATE COMMANDS TO PUBLISH AMPLIFYING
INSTRUCTIONS.



APPENDIX C

RESERVED FOR FSMAO CHECKLIST.